

~~CONFIDENTIAL~~

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 23 SEPTEMBER 1986

1. Events of Major Interest that have Occurred During the
Preceding Week:

a. During the past week FMD spent a considerable amount of time overseeing the parking activities which have been disrupted due to repaving the first part of the North Lot. Finding room for displaced cars and working with the Office of Security on easing the traffic congestion at the George Washington Parkway required constant monitoring. In addition, a meeting was held with Allied representatives from New York regarding progress during the past month. This was the first in what will be monthly meetings to keep good lines of communications open between Allied and FMD. Our plans for the coming week will include preparations for the FMD planning conference which will take place on 2 and 3 October at the

The FMD organization, priorities and long range goals will be on the agenda.

c. ~~On Thursday, 18 September, the Mail & Courier Branch, FMD,~~ provided special courier support to the Public Affairs Office delivering press releases to seven news and wire services. Four couriers were dispatched to handle the late afternoon deliveries. ~~Eight hours of overtime were expended to provide the required service.~~

d. On Thursday 18 September, the Mail & Courier Branch, FMD, provided special courier support to the Office of Personal, Insurance Branch. Ten boxes of forms were picked up from the Mutual of Omaha offices, located on Connecticut Ave., N.W. and delivered to the Insurance Branch offices in the Ames Center.

~~CONFIDENTIAL~~

CONFIDENTIAL

** OL report that*

e. Interior design changes consisting of carpet, wallpaper, paint, drapery, wall art and lounge furniture replacements are in progress for the Director's garage level lounge and elevator lobby. ~~Three new couches were put in place this week.~~ Completion is anticipated by January, 1987.

yes staff notes

f. An employee notice inviting employees to participate in a contest to design a decorative treatment for the walls of the Headquarters jogging track will be issued on 1 October, 1986. The objective is to add color and a sense of progression, and to encourage creative talent. The Office of Medical Services will award monetary honorariums for the three best designs. ~~Facilities Management Division is assisting with design package preparation and judging, Allied will transfer and paint the winning design, Printing and Photography Division ran off the contest kits, and The Fine Arts Commission is participating with guidance and judging.~~

** in support of the*

g. ~~The Interior Design Consultant and personnel from Building Services Branch, FMD, supported the Historical Intelligence Collection Staff, OIR, with transportation, loan and purchase of exhibit cases at the Mayflower Hotel and Bolling Air Force Base on 18 and 20 September, respectively.~~ A show of OSS and KGB artifacts belonging to [redacted] private collector, is on display in Agency cases for the occasions of the OSS veterans convention and the DIA 25th Anniversary Celebration. The show ran from 18 through 20 September at the Mayflower and is presently on display at Bolling Air Force Base until 6 October . [redacted]

na

i. A contract for \$149,900 was awarded to Gilles & Cotting to construct approximately 800 square feet of computer room space at the old North Loading Dock area. A preconstruction meeting will be held on 23 September. The construction is scheduled to start on 22 October with an estimated completion date of 14 January 1987.

CONFIDENTIAL

CONFIDENTIAL

all reports that

j. Gilles & Cotting will perform the work to install a new one-man security guard booth at the Turkey Run Road entrance at Headquarters, and a new security fence that will separate the Contel trailer area and the Motor Pool parking area. ~~Phase I, The security guard booth, will be completed approximately 28 October. Phase II, the security fence, will begin on 5 January.~~



k. Allied has let a contract to steam clean the exterior of the Motor Pool and to paint the first floor area. The armoring area will be renovated to add air-conditioning and water as well as relocate air compressors to outside the building. Work is scheduled to begin on 27 September and will finish in mid November. ~~Some of the painting will be performed after normal working hours.~~



l. Syska and Hennessy were notified that their firm had been selected for the Power Plant Study/Evaluation, and a proposal was requested based on the written statement of work. Syska and Hennessy requested a walk-through of the power plant to develop a better understanding of the mechanical/electrical system to assist in development of a more detailed proposal. Based on the walk-through and subsequent meetings between their firm and FMD, a proposal will be submitted on 22 September. The proposal will be reviewed by FMD and a letter contract issued before 1 October for Phases I and II of the study/evaluation.

m. Evaluation of nine local engineering-architectural firms was made to assist Engineering Branch, FMD, in assessing various systems in the Original Headquarters Building and to develop local consultants for uses as needed. A presentation/evaluation was scheduled on 17 and 18 September to select firms to address the immediate selected tasks and to obligate the funds before 30 September. Those firms included NVS Corporation, Dewberry and Davis Architect/Engineering, Summer Consultants, Energy Systems Engineering, and PKP Consultants. A second presentation/evaluation will be scheduled in early October to select additional firms for other tasks and/or open ended (indefinite delivery) contracts utilizing FY87 funds. The firms scheduled for interview are Benham Group, STV/HD Nottingham, Bernard Johnson, and Glassman LeRoche.

n. Work to reroof the cafeteria began on 8 September with a schedule of eight weeks for completion. The preconstruction meetings have been held. ~~submittals approved~~ and all work coordinated with NBPO.

CONFIDENTIAL

2. Significant Events Anticipated During the coming Week:

No
The Chief, Mail & Courier Branch and the supervisor of the Postal Section, Mail & Courier Branch, will travel to the Philips Electronics plant, Mahwah, New Jersey, on 30 September 1986. The purpose of the trip is to inspect and be given a demonstration of the Philips Dynavision 520 X-Ray Security Screening System. This system is described as a digital x-ray unit for complete screening of oversized articles featuring zoom and picture detail enhancement capabilities. Cost of this system has been quoted at approximately \$39,000. Purchase of a new x-ray system is planned for FY87. [redacted]

25X1

25X1

[redacted] Chief
Facilities Management Division, OL